

**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**GRAIN INSPECTION PACKERS & STOCKYARDS ADMINISTRATION**  
**MERIT PROMOTION ANNOUNCEMENT #: 6-72-172-2**

**Amended to reflect appropriate series and KSA's**

**POSITION:** Packers & Stockyard Specialist (Resident Agent)  
Career/Career Conditional  
Full time

**SERIES/GRADE** GS-1101-9/11  
Promotion potential: GS-11

**LOCATION:** GIPSA, PACKERS & STOCKYARDS  
REGIONAL OFFICES  
CARLISLE, PA

**SALARY:** Range for GS-09: \$35,808 to \$46,546 (incl. 7.68% locality pay)  
Range for GS-11: \$43,326 to \$56,322 (incl. 7.68% locality pay)

**WHEN TO APPLY:** 12/17/01 TO 01/14/02  
\*Application packages must be postmarked by 01/14/02

**MAIL OR FAX TO:** USDA, MRP, Minneapolis Business Site, Staffing  
100 North Sixth Street, Suite 510C  
Minneapolis, MN 55403  
Fax: (612) 370-2209  
\*Do not use government postage paid envelopes

**WHO MAY APPLY?**

- \* Permanent employees in Government local commuting area.
- \* Those eligible for the Agency Career Transition Assistance Program (ACTAP)
- \* Those eligible for the Interagency Career Transition Assistance Program (ICTAP)
- \* Those eligible under the Veterans Employment Opportunities Act of 1998 (VEOA). Preference eligibles or veterans who have been separated from the Armed Forces under Honorable Conditions after 3 years or more of continuous active service may apply under VEOA.
- \* Those eligible for Veterans Readjustment Appointments (VRA) and 30 % or more Disabled Veterans appointments
- \* Former Action Volunteers (Peace Corps, VISTA, etc.)
- \* Individuals with a disability eligible under special appointing authorities
- \* Anyone who is currently in a permanent position with the same or higher promotion potential of this job (Submit an SF-50B, "Notification of Personnel Action" as proof)
- \* Anyone who was previously in a permanent Federal position at the same grade level as the full performance level of this job as shown above (Submit an SF-50B as proof)
- \* Anyone who was previously in a permanent Federal position who may compete based on reinstatement eligibility (Submit an SF-50B as proof)

Candidates NOT in the above groups should apply to Case Exam vacancy 24-72-263.

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**WHAT ARE THE DUTIES?**

The incumbent serves as a Resident Agent in the region and carries out enforcement of jurisdictional, competition, financial, and trade practice provisions of the Act primarily by conducting investigative work pertaining to unfair business practices in the region. Meets with registrants, live poultry dealers, and packers in the region as required to determine compliance with provision of the Packers and Stockyard Act and the enforcement of the regulations issued thereunder. Independently, or jointly with others as the situation requires, makes detailed and technical investigations of person and firms subject to the Act operating in this region to determine whether their operations are being conducted in conformity with the Act and regulations. Makes observations to determine whether conditions detrimental to the interest of livestock produces and the poultry growers exist and obtain evidence and compiles related data to be used as a basis is for formal actions against those who have violated the provision of the Act. Observes, interviews and questions the parties involved and if necessary, takes sworn statements and prepares reports, analyses, and recommendations. Ascertains that registrants, live poultry dealers, and packers maintain adequate sets of records as required by the Act. Conducts investigations by personal observation or assists others in investigation of the practices of livestock, packing plant, or poultry processing plant weight masters to determine whether they comply with the official weighting instructions, whether they exercise appropriate diligence and care in their operations, and whether they derive and record true weight values. Assists Department attorneys and U.S. District attorneys at hearing and in court cases involving violations of the Act by furnishing them with technical information concerning market practices and conditions in the region and by testifying relative to the activities subject to the Act. Attends meetings of State and local associations and conventions of livestock and poultry producers, addresses such meetings to explain the provisions of the Act, confers with leaders of such organizations on problems relating to the enforcement of the statute and following established policies of the Administration, makes decisions on many important and technical problems. Perform other duties as assigned.

**DO I QUALIFY?**

To qualify, you **MUST** have met the following requirements by 02/14/02 (which is 30 days after this announcement closes):

**BASIC ELIGIBILITY REQUIREMENTS:** Degree: economics, that included at least 21 semester hours in economics and 3 semester hours in statistics, accounting, or calculus.

**IN ADDITION** to the above, applicants must have 1 year of specialized experience performing the range of duties outlined above. Examples of such experience include (a) individual economic research assignments requiring planning, information assembly, analysis and evaluation, conclusions and report preparation; (b) supervisory or project coordination assignments involving a staff of professional economists, and requiring the evaluation and class instruction in economics subjects and one of the following (1) personal research that produced evidence of results, (2) direction of graduate theses in economics, or (3) service as a consultant or advisor on technical

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economics problems. Such experience must reflect the knowledge, skills, and abilities outlined in "Evaluation Criteria" and must be equivalent in level of difficulty and responsibility to the next lower level in the Federal service.

**EDUCATION SUBSTITUTION at the GS-9:** 2 full years of progressively higher level graduate education or master's or equivalent graduate degree in Economics as outlined above.

**EDUCATION SUBSTITUTION at the GS-11:** 3 full years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree in Economics as outlined above.

**OR**

**COMBINATION EDUCATION/EXPERIENCE at the GS-9 and GS-11:** Combinations of successfully completed graduate level education and experience may be used to meet total qualification requirements.

**WHAT KNOWLEDGE, SKILLS AND ABILITIES (KSA's) ARE NEEDED?**

The following KSA's are needed for you to be successful in the job. You should individually address each one. If the KSA's shown in your application package indicate that you are among the best qualified, your application will be referred to the selecting official. (Please be precise and specific.)

1. Ability to work independently in order to plan and complete investigation assignments, organize evidence and prepare written reports within established guidelines. (Give examples of successful projects, define your role, goal and accomplishment.)
2. Knowledge of trade practices in livestock, meat packing and poultry industries in order to identify illegal and unfair business practices under the provisions of the Packers and Stockyards Act and/or other USDA regulatory act or program.
3. Knowledge of investigative procedures and interviewing techniques in order to identify illegal and unfair business practices that violate the Packers and Stockyards Act and/or other USDA regulatory act or program.
4. Skills in verbal and written communication in order to conduct investigations, prepare and present findings and recommendations both orally and in written report form, and to address industry groups.
5. Ability to use microcomputers in order to create spreadsheets, graphs, charts, scan documents, transfer investigative reports through network connections, and perform word processing functions. (List software you have used and provide examples of your computer application to work situations.)

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**WHAT ARE THE QUALIFICATION REQUIREMENTS FOR CTAP APPLICANTS?**

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they meet the qualification requirements listed above; meet all KSA's; and will be able to satisfactorily perform the duties of the position upon entry.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

**WHAT MUST MY APPLICATION INCLUDE?**

Your application (e.g., OF-612, resume, or SF-171) MUST include:

- \* Announcement Number, Title, Series, and Grade(s) for which you are applying. For announcements advertising multiple grade levels indicate on your application or resume, the lowest grade or salary that you will accept. If you are found to be qualified you will be considered for the grade level(s) you stated as acceptable. However, if you are not found qualified for the grade level(s) you stated as acceptable, you will not be referred. If your application does not specify the lowest grade or salary acceptable to you, you will be considered for all grade level(s) for which you qualify.
- \* Your Name, Address and Phone Number(s)
- \* Social Security Number
- \* Country of Citizenship
- \* Documentation of Education - Begin with high school and list all institution names, dates of degree completion, and GPA's. If you meet qualifications based on your college education, include a transcript or a list of courses with grades and credits.
- \* Work History - Describe previous work applicable to this position. Include dates (M/D/Y), hours per week and; if Federal civilian employment, include the series and grade level.
- \* Proof of Military Service, if applying for Veterans' appointments. A DD-214 is required. Disabled veterans must also submit an SF-15 and any other proof required by that form.
- \* Proof of eligibility for appointments under special authorities (if applicable), such as former Action volunteers, people with disabilities, etc.
- \* A copy of your most recent performance appraisal OR a statement from you, self-certifying that your most recent appraisal or current performance is at least Fully Successful.

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**WHERE DO I GET MORE INFORMATION?**

For help on preparing your application, refer to OF-510 "Applying for a Federal Job"

OR

Visit [www.opm.gov/forms/pdfimage/of0510.pdf](http://www.opm.gov/forms/pdfimage/of0510.pdf)

OR

Call (800) 585-7407 to request a copy of the announcement.

**SPECIAL NOTES:**

**More than one selection may be made if another vacancy occurs within 120 days of the certification of eligibles.**

**Candidates will be considered without discrimination for any nonmerit reasons such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status.**

**(Not all prohibited bases apply to all programs.)**

**Persons with disabilities who require alternative means for communication of program information (braille, large print, audiotape, etc) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).**

**To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD).**

**USDA is an equal opportunity provider and employer.**

**This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency.**

**The decision on granting reasonable accommodation will be on a case-by-case basis.**

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CASE FILE NUMBER: \_\_\_\_\_

AD-1086  
FORM APPROVED  
OMB NO. 0505-0009

(FOR OFFICE USE ONLY)

**U.S. DEPARTMENT OF AGRICULTURE APPLICANT SUPPLEMENTAL SHEET**

Applicants for positions with the U.S. Department of Agriculture (USDA) are requested to provide the following information for statistical purposes only. The information will be used to evaluate USDA'S recruitment and hiring activities. Public Law 93-579 (Privacy Act of 1974) permits solicitation of personal information. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.** Your failure to do so will not affect the processing of your application. Your cooperation is appreciated.

1. **Which of the following best describes your current employment status?** *(Check no more than two.)*

- ☐ 01 College/university teaching or research
- ☐ 02 Private industry
- ☐ 03 State/local government
- ☐ 04 Federal government
- ☐ 05 Member of the military
- ☐ 06 Unemployed
- ☐ 07 Current USDA employee
- ☐ 08 Other: \_\_\_\_\_

2. **Which of the following describes your veteran preference status?** *(Check one.)*

- |   |   |
|---|---|
| <input type="checkbox"/> 01 None                | <input type="checkbox"/> 04 10 point compensable    |
| <input type="checkbox"/> 02 5 point             | <input type="checkbox"/> 05 10 point other          |
| <input type="checkbox"/> 03 10 point disability | <input type="checkbox"/> 06 10 point/30%compensable |

3. **Which of the following describes your race/national origin?** *(Check one.)*

- ☐ A American Indian/Alaskan Native
- ☐ B Asian or Pacific Islander
- ☐ C Black, not of Hispanic origin
- ☐ D Hispanic
- ☐ E White, not of Hispanic Origin
- ☐ Y Not Hispanic, Puerto Rico
- ☐ Q All Other Asian or Pacific Islander in Hawaii

4. **Which of the following best describes your disability status?** *(Select all that apply.)*

- |   |   |
|---|---|
| <input type="checkbox"/> 01 No disability       | <input type="checkbox"/> 06 Complete paralysis                      |
| <input type="checkbox"/> 02 Hearing impairment  | <input type="checkbox"/> 07 Convulsive disorder                     |
| <input type="checkbox"/> 03 Vision impairment   | <input type="checkbox"/> 08 Mental retardation                      |
| <input type="checkbox"/> 04 Missing extremities | <input type="checkbox"/> 09 Mental or emotional illness             |
| <input type="checkbox"/> 05 Partial paralysis   | <input type="checkbox"/> 10 Severe distortion of limbs and/or spine |
|   | <input type="checkbox"/> 11 I have a disability not listed          |

5. **Are you:** *(Check one.)*      ☐ Male      ☐ Female

**THANK YOU FOR FILLING OUT THIS FORM.**

**THE DEPARTMENT OF AGRICULTURE IS AN EQUAL OPPORTUNITY EMPLOYER**